

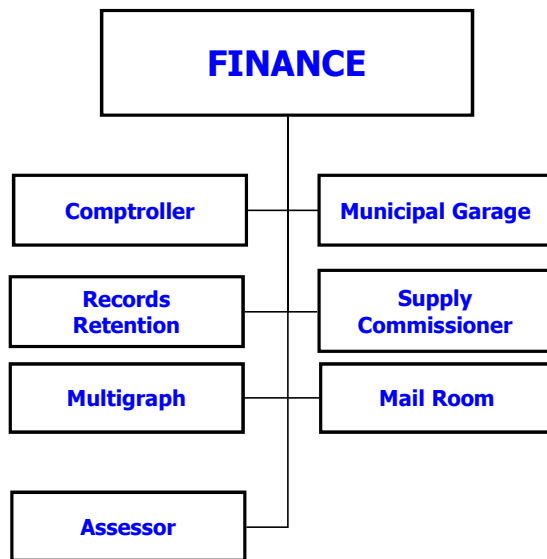
## **DEPARTMENTAL RESPONSIBILITIES**

### *GOAL: EFFICIENT AND EFFECTIVE GOVERNMENT*

- Ensure the effective monitoring of the City's fiscal affairs through a modern and efficient accounting, payroll, and auditing system.
- Provide for an effective and efficient system for assessing and collecting City revenues.
- Ensure a continuous and uninterrupted supply of materials, goods, services, and equipment to support City departments and agencies.

### *GOAL: VIBRANT AND DIVERSE ECONOMY*

- Promote a favorable environment for economic development through a judicious use of TIFs and other economic incentives.



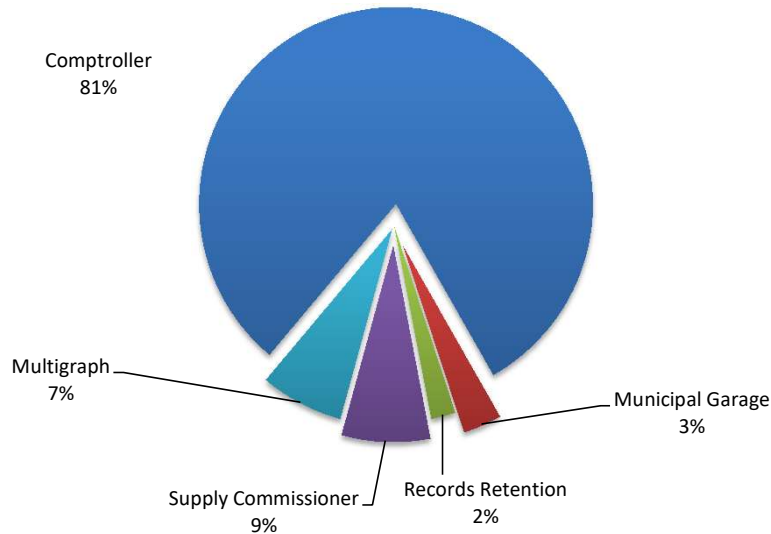
## FINANCE

BUDGET BY DIVISION	ACTUAL FY22	BUDGET FY23	BUDGET FY24
160 Comptroller	\$24,183,503	\$8,593,395	\$11,276,588
162 Municipal Garage	428,515	450,854	446,162
163 Records Retention	352,427	418,893	280,763
170 Supply Commissioner	788,600	994,489	1,017,172
171 Multigraph	709,135	949,848	959,814
General Fund	\$26,462,180	\$11,407,479	\$13,980,499
Lateral Sewer Fund	\$0	\$19,606	\$0
Tax Increment Financings	1,047,496	1,521,634	1,592,837
Trustee Lease Fund	4,001,508	4,043,469	3,881,014
Mail Room Service Fund	610,131	840,383	800,539
180 Assessor	4,377,835	5,122,614	5,392,736
Grant and Other Funds	250,798	265,889	29,159
<b>TOTAL DEPARTMENT ALL FUNDS</b>	<b>\$36,749,948</b>	<b>\$23,221,074</b>	<b>\$25,676,784</b>

PERSONNEL BY DIVISION	ACTUAL FY22	BUDGET FY23	BUDGET FY24
160 Comptroller	58.2	60.9	65.2
162 Municipal Garage	7.2	7.1	7.0
163 Records Retention	6.2	6.2	4.0
170 Supply Commissioner	12.7	12.7	12.7
171 Multigraph	9.7	9.7	9.7
General Fund	94.0	96.6	98.5
172 Mail Room	7.6	7.6	6.6
180 Assessor	61.0	60.0	60.0
Grant and Other Funds	26.7	27.8	21.4
<b>TOTAL DEPARTMENT ALL FUNDS</b>	<b>189.3</b>	<b>192.0</b>	<b>186.5</b>

## FINANCE

### FY24 GENERAL FUND BUDGET BY DIVISION



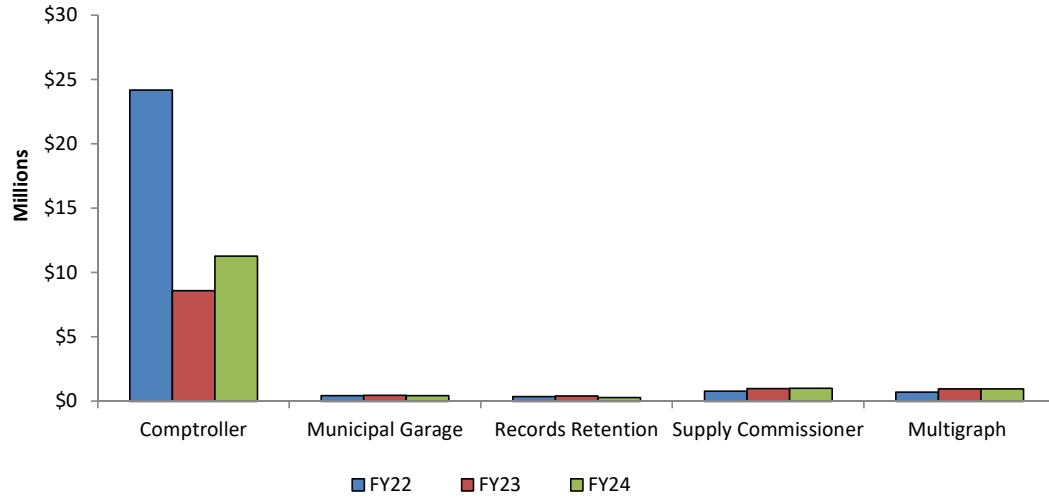
**TOTAL FINANCE BUDGET \$14M**

## DIVISION HIGHLIGHTS

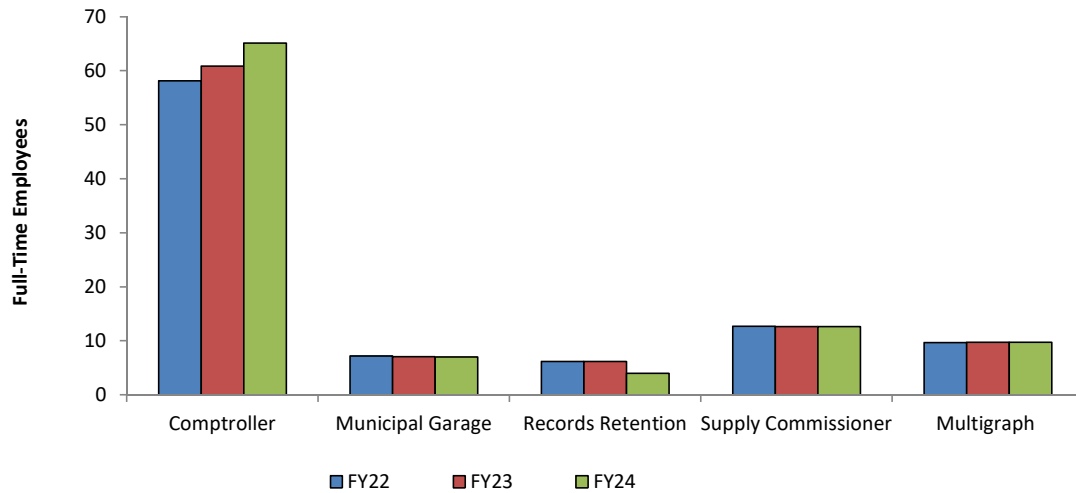
- In FY 23 the Comptroller's Office will have completed 69 audits and reviewed fraud complaints. The Comptroller's Office issued \$6M in Neighborhood Stabilization General Obligation Bonds and in FY24 will issue new General Obligation Bonds up to \$50M for additional capital needs. The Comptroller also continues to work with departments through the transition to the new ERP system and continually to look for refinancing opportunities to save the City debt costs.
- In FY24, Records Retention will continue its efforts to digitize the records in the department's possession for permanent storage and retrieval with text-searchable optical character recognition.
- In FY24, the Assessor will continue using their new paperless, online-only process for receiving and returning Personal Property tax declarations. The successful FY23 implementation saved on printing and processing costs for the Assess and continued efforts to modernize City business processes.
- During FY24, the Supply Division will continue to focus on implementing the Purchasing module of the new ERP system. Staff will train and assist City department users as the City migrates away from a paper-based system.

## FINANCE

**GENERAL FUND BUDGET HISTORY BY DIVISION**



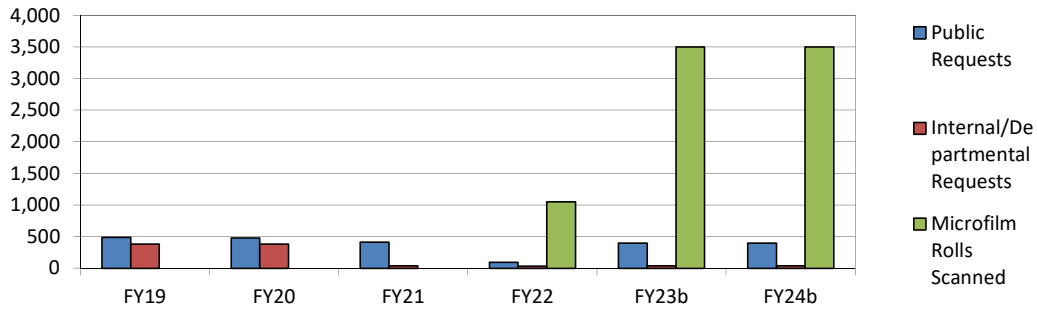
**GENERAL FUND PERSONNEL HISTORY BY DIVISION**



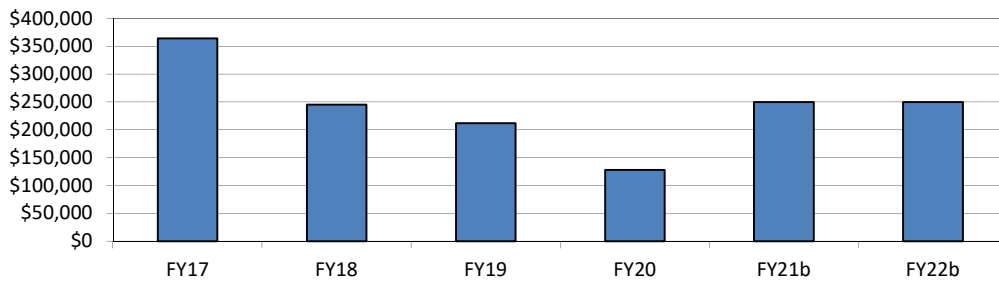
## FINANCE

### Selected Performance Measures

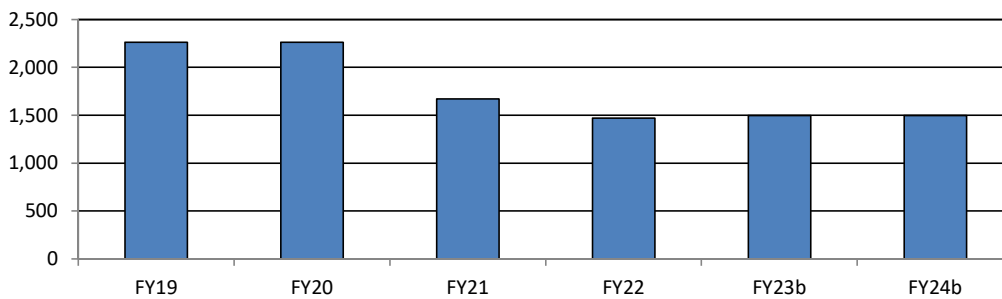
#### Records Retention Information Requests



#### Revenue From Surplus Property Sales



#### Multigraph Job Requests



**Division:** 160 Comptroller  
**Program:** Ø  
**Department:** Finance

## Division Budget 160

### **MISSION & SERVICES**

The Comptroller serves as the Chief Fiscal Officer (CFO) of the City of St. Louis and is a member of the executive branch of city government and the Board of Estimate and Apportionment. The Comptroller is a city-wide elected official and directs her staff to assist in the city's daily financial operations. Its services include accounting services, asset management, and internal audit.

### **PROGRAM NOTES**

In FY23 the Comptroller's Office Internal Audit Section will have completed 69 audits and reviewed fraud complaints. The City implemented a new accounting system in FY22 to improve the efficiency of payments and financial reporting. The Comptroller's Office continues to work with departments during this transition. During FY23, the payroll portion of the new ERP was implemented. In FY24, the Office will be issuing new General Obligation Bonds up to \$50M for additional capital needs.

### **PERFORMANCE MEASURES**

	<b>Actual FY22</b>	<b>Estimate FY23</b>	<b>Goal / Est. FY23</b>
Invoices Processed	71,400	75,000	70,000
Internal Audits Completed	66	69	71
Government Finance Officers Assoc.			
Excellence in Financial Reporting Award	Yes	Yes	Yes

<b>EXPENDITURE CATEGORY</b>	<b>ACTUAL FY22</b>	<b>BUDGET FY23</b>	<b>BUDGET FY24</b>
Personal Services	\$3,903,716	\$4,892,095	\$5,151,938
Materials and Supplies	24,276	50,000	43,000
Equipment, Lease, and Assets	67,937	85,500	87,500
Contractual and Other Services	3,761,979	3,565,800	5,994,150
Debt Service and Special Charges	16,425,595	0	0
<b>General Fund</b>	<b>\$24,183,503</b>	<b>\$8,593,395</b>	<b>\$11,276,588</b>
Local Use Tax Fund	\$0	\$0	\$0
Lateral Sewer Fund	0	19,606	0
Gateway Transportation Center	1,461,066	1,967,598	2,429,754
Tax Incremental Financings	1,047,496	1,521,634	1,592,837
Trustee Leases Fund	4,001,508	4,043,469	3,881,014
Economic Development Sales Tax	245,645	13,143,000	14,425,000
G.O. Bond Fund	8,078,591	7,092,658	10,162,943
Grant and Other Funds	250,798	265,889	29,159
<b>All Funds</b>	<b>\$39,268,607</b>	<b>\$36,647,249</b>	<b>\$43,797,295</b>

### **FULL TIME POSITIONS**

General Fund	58.2	60.9	65.2
Other Funds	26.7	27.8	21.4
<b>All Funds</b>	<b>84.9</b>	<b>88.7</b>	<b>86.5</b>

**Division:** 162 Municipal Garage  
**Program:** Ø  
**Department:** Finance

## Division Budget 162

### **MISSION & SERVICES**

The Municipal Garage is responsible for the loaning out of City owned vehicles for official City business and maintaining vehicle title records. The Division is also responsible for the maintenance of the Municipal Garage that provides over 350 parking spaces to government employees.

### **PROGRAM NOTES**

In FY23 the Municipal Garage continues to work with BPS in resolving the continued and ongoing deterioration of the garage. Overhead lights were repaired and staff worked towards getting cameras installed and painting and numbering the parking spots. This maintenance continues in FY24.

<b><u>PERFORMANCE MEASURES</u></b>	<b>Actual FY22</b>	<b>Estimate FY23</b>	<b>Goal / Est. FY24</b>
Vehicles Maintained for City Use	24	24	24
Loaner Vehicles Total Trips	2,988	3,000	3,000

<b>EXPENDITURE CATEGORY</b>	<b>ACTUAL FY22</b>	<b>BUDGET FY23</b>	<b>BUDGET FY24</b>
Personal Services	\$391,526	\$412,154	\$403,912
Materials and Supplies	8,107	12,200	12,200
Equipment, Lease, and Assets	1,499	1,500	1,500
Contractual and Other Services	27,383	25,000	28,550
Debt Service and Special Charges	0	0	0
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General Fund	\$428,515	\$450,854	\$446,162
Grant and Other Funds	\$0	\$0	\$0
<b>All Funds</b>	<b>\$428,515</b>	<b>\$450,854</b>	<b>\$446,162</b>

### **FULL TIME POSITIONS**

General Fund	7.2	7.1	7.0
Other Funds	0.0	0.0	0.0
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All Funds	7.2	7.1	7.0



**Division:** 163 Records Retention  
**Program:** Ø  
**Department:** Finance

## Division Budget 163

### **MISSION & SERVICES**

Records Retention is responsible for scanning documents and maintaining and providing records in the archival library. The Division provides document reproduction and general copying services to some City departments, including the production of the City's Annual Operating Plan and accompanying budget documents. Records Retention also assists City residents and archivists with historical research.

### **PROGRAM NOTES**

In FY24, Records Retention will primarily focus on digitizing the existing microfilm with a newly obtained scanner to maximize output. Additionally, the section will function to archive and store City records and documents as they are issued. A decennial inventory of the microfilm is being preformed.

<b><u>PERFORMANCE MEASURES</u></b>	<b>Actual FY22</b>	<b>Estimate FY23</b>	<b>Goal / Est. FY24</b>
Public Requests (Drop-in)	95	400	400
Internal / Departmental Requests	32	40	50
Microfilm Rolls Scanned	1,051	3,500	3,500

<b>EXPENDITURE CATEGORY</b>	<b>ACTUAL FY22</b>	<b>BUDGET FY23</b>	<b>BUDGET FY24</b>
Personal Services	\$333,591	\$375,893	\$235,763
Materials and Supplies	1,969	12,000	12,000
Equipment, Lease, and Assets	15,379	25,000	25,000
Contractual and Other Services	1,488	6,000	8,000
Debt Service and Special Charges	0	0	0
<hr/>			
General Fund	\$352,427	\$418,893	\$280,763
Grant and Other Funds	\$0	\$0	\$0
<b>All Funds</b>	<b><u>\$352,427</u></b>	<b><u>\$418,893</u></b>	<b><u>\$280,763</u></b>

### **FULL TIME POSITIONS**

General Fund	6.2	6.2	4.0
Other Funds	0.0	0.0	0.0
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All Funds	6.2	6.2	4.0

**Division:** 170 Supply Commissioner  
**Program:** Ø  
**Department:** Finance

## Division Budget 170

### **MISSION & SERVICES**

The purpose of the Supply Division is to procure supplies, equipment, and related maintenance and selected services for City agencies through competitive bids and contracts. The goal of the program is to lower costs, reduce order times, and get the City departments what they need in order to serve citizens efficiently.

### **PROGRAM NOTES**

In FY22, the Supply Division worked on the implementation of the new ERP system. The system went live on March 1, 2022 and training is currently taking place for the Supply Division on learning how to use the Supplier portal along with all aspects of the procurement function of the new Oracle ERP system. The department's reduction of Performance Bonds remains at 18%. The new system will create new performance measures to gauge efficiency in FY 23.

<b><u>PERFORMANCE MEASURES</u></b>	<b>Actual FY22</b>		<b>Estimate FY23</b>	<b>Goal / Est. FY24</b>
Number of Purchase Orders created	2,916		2,900	N/A
Number of Emergency Requisitions	44		40	N/A
Revenue From Surplus Property Sales	\$	411,102	\$	300,000

<b>EXPENDITURE CATEGORY</b>	<b>ACTUAL FY22</b>	<b>BUDGET FY23</b>	<b>BUDGET FY24</b>
Personal Services	\$778,806	\$971,739	\$992,422
Materials and Supplies	1,891	6,000	6,000
Equipment, Lease, and Assets	6,084	5,000	5,000
Contractual and Other Services	1,819	11,750	13,750
Debt Service and Special Charges	0	0	0
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General Fund	\$788,600	\$994,489	\$1,017,172
Grant and Other Funds	\$0	\$0	\$0
<b>All Funds</b>	<b>\$788,600</b>	<b>\$994,489</b>	<b>\$1,017,172</b>

### **FULL TIME POSITIONS**

General Fund	12.7	12.7	12.7
Other Funds	0.0	0.0	0.0
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All Funds	12.7	12.7	12.7

**Division:** 171 Multigraph  
**Program:** Ø  
**Department:** Finance

## Division Budget 171

### **MISSION & SERVICES**

The Multigraph department provides quality printing and graphic design services to all City departments. Multigraph prints checks, forms, flyers, brochures, envelopes, letterhead, and signs for most City departments.

### **PROGRAM NOTES**

In FY24, Multigraph plans to increase printing and graphic design services to all City departments, and to print more products in-house instead of outsourcing, to save City funds.

### **PERFORMANCE MEASURES**

	<b>Actual FY22</b>	<b>Estimate FY23</b>	<b>Goal/Est. FY24</b>
Printing Job Requests	1,471	1,470	1,500
Jobs Completed on Schedule	98.0%	100.0%	100.0%

<b>EXPENDITURE CATEGORY</b>	<b>ACTUAL FY22</b>	<b>BUDGET FY23</b>	<b>BUDGET FY24</b>
Personal Services	\$565,178	\$662,848	\$665,814
Materials and Supplies	46,321	110,000	117,000
Equipment, Lease, and Assets	41,324	65,000	65,000
Contractual and Other Services	56,312	112,000	112,000
Debt Service and Special Charges	0	0	0
	<hr/>	<hr/>	<hr/>
General Fund	\$709,135	\$949,848	\$959,814
Grant and Other Funds	\$0	\$0	\$0
<b>All Funds</b>	<hr/> <b>\$709,135</b>	<hr/> <b>\$949,848</b>	<hr/> <b>\$959,814</b>

### **FULL TIME POSITIONS**

General Fund	9.7	9.7	9.7
Other Funds	0.0	0.0	0.0
	<hr/>	<hr/>	<hr/>
All Funds	9.7	9.7	9.7

**Division:** 172 Mail Room  
**Program:** Ø  
**Department:** Finance

## Division Budget 172

### **MISSION & SERVICES**

The Mail Room strives to provide the most efficient comprehensive mail service at maximum savings to City departments.

The Mail Room coordinates both outgoing City mail and mail between City offices. Services provided by the Mail Room include, but are not limited to: a mail inserting service, a "Rush" service, and a parcel/courier delivery service with three drive routes running twice daily (to most departments).

### **PROGRAM NOTES**

The department continues efforts to reduce the usage of unnecessary office supplies and increase the volume of materials recycled.

### **PERFORMANCE MEASURES**

	<b>Actual FY22</b>	<b>Estimate FY23</b>	<b>Goal/Est. FY24</b>
Total Pieces Delivered	436,060	460,000	475,000

<b>EXPENDITURE CATEGORY</b>	<b>ACTUAL FY22</b>	<b>BUDGET FY23</b>	<b>BUDGET FY24</b>
Personal Services	\$334,150	\$428,393	\$388,049
Materials and Supplies	4,313	16,500	17,000
Equipment, Lease, and Assets	2,022	33,000	33,000
Contractual and Other Services	269,646	362,490	362,490
Debt Service and Special Charges	0	0	0
Mail Room Services Fund	\$610,131	\$840,383	\$800,539
Grant and Other Funds	\$0	\$0	\$0
<b>All Funds</b>	<b>\$610,131</b>	<b>\$840,383</b>	<b>\$800,539</b>

### **FULL TIME POSITIONS**

General Fund	0.0	0.0	0.0
Other Funds	7.6	7.6	6.6
All Funds	7.6	7.6	6.6

**Division:** 180 Assessor  
**Program:** Ø  
**Department:** Finance

## Division Budget 180

### **MISSION & SERVICES**

The Assessor's mission is to accurately record and assess all real and personal property per Missouri law and to provide information to our customers in a professional and courteous manner. 1) Assess all real and personal property in accordance with statutory requirements and the 2 year assessment maintenance plan approved by the State Tax Commission of Missouri. 2) Maintain accurate ownership and tax parcel records of all property located in the City of St. Louis and 3) Maintain all Certificates of Value files with the City of St. Louis

### **PROGRAM NOTES**

In FY23 implemented new "paperless" online only process for receiving and returning Personal Property Tax declarations. About 8,200 Citizens participated in the first year, saving on postage, printing and processing. FY24 Goals include continued website upgrades to the website and information available on the City's online portal, continue process updates, projects with other City departments and external partners, training and educating staff, and other projects.

<b><u>PERFORMANCE MEASURES</u></b>	<b>Actual FY22</b>	<b>Estimate FY23</b>	<b>Goal / Est. FY24</b>
Residential Real Estate Inspections	21,953	22,000	10,000
Commercial Real Estate Inspections	2,017	2,500	1,200
% Residential Structures Inspected	7.5%	21.0%	10.0%
% Commercial Structures Inspected	14.0%	13.0%	13.0%

<b>EXPENDITURE CATEGORY</b>	<b>ACTUAL FY22</b>	<b>BUDGET FY23</b>	<b>BUDGET FY24</b>
Personal Services	\$3,758,078	\$4,238,344	\$4,484,388
Materials and Supplies	21,194	35,500	35,500
Equipment, Lease, and Assets	4,972	5,500	5,500
Contractual and Other Services	593,591	843,270	867,348
Debt Service and Special Charges	0	0	0
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Assessment Fund	\$4,377,835	\$5,122,614	\$5,392,736
Grant and Other Funds	\$0	\$0	\$0
<b>All Funds</b>	<b>\$4,377,835</b>	<b>\$5,122,614</b>	<b>\$5,392,736</b>

### **FULL TIME POSITIONS**

Other Funds	61.0	60.0	60.0
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All Funds	61.0	60.0	60.0